App. F. IX-4

Previous References 1940-41. (PRS.)

File No. 70-40

Serial Nos. 29

Later References.

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for June 1941.

SUBJECT.

Standard list of forms required by the publicity Officer to Government (Commercial publicity)

The Secretary, Press Committee, Bangalore.
" Controller to the Government of Mysore.
" publicity Officer to Government.

WD 0573—GPB—22,500—12-9-39

order No A.R. 8947-9/P+S.70-40-30 dt 24-6-1941

Sanctions the proposal.

A.L. Rajagopala
24-7-41

No. P. C.660

Encl. 2

OFFICE OF THE SECRETARY, PRESS COMMITTEE.
GOVERNMENT PRESS,
Bangalore, dated 29th May 1941.

30

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SECRETARY, PRESS COMMITTEE,
BANGALORE.

To

The Secretary to Government,
Development Department, Bangalore.

4569

SIR,

I have the honour to submit herewith in duplicate a standard list of forms required by the Publicity Officer to Government. (Commercial Publicity) duly countersigned and request that sanction of Government may kindly be obtained for the same.

One copy of the list may kindly be returned to this office for reference.

I have the honour to be,

Sir,

Your most obedient servant,

Secretary,
Press Committee.
30/5/41

DRS.

Submitted with a draft sanctioning for orders.

5.6.41

Issued vide No. P.S.S. 48-40-29 dated 2-6-41

(COMMERCIAL PUBLICITY)

STANDARD LIST OF FORMS, OF THE PUBLICITY OFFICER, DEPARTMENT TO GOVERNMENT. WD —GPB—1,000—22-10-40

Serial Number	Authority	Form No. or page of Manual	Name of the form or register	Size of form or register	No. of pages in the register	Whether to be printed on one side or both sides	Nature of binding	Whether to be perforated, ruled or page numbered and book numbered	Kind of paper	Period of supply	Quantity	Remarks
1.		1	Cheque enclosing memo form.	½ F.C.	100 pages in duplicate	One	Thick wrapper	Original to be perforated.	Badami	1 year	15 books.	
2.		2	Bill books.	½ F.C.	100 pages in triplicate	One	- do -	Original and duplicate to be perforated	-do-	-do-	12 books.	
3.		3	Reminder forms.	½ F.C	Nil	One	Nil	Nil	-do-	-do-	750 forms	
4.		4	Schedule of Insertions.	½ F.C	Nil	One	Nil	Nil	-do-	-do-	300	
5.		5	Press instruction forms.	½ F.C	100 pages in triplicate each	One	pads of 100 sheets	Oringinal & duplicate to be perforated	-do-	-do-	5 books.	Duplicate & triplicate to contain the memo. forms.
6.		6	Bills register.	½ F.C	250 folios	Two	Card board calico	Nil	20 lbs F.C.	5 years	2 books.	
7.		7	Order book.	½ F.C	250 folios	Two	-do-	Nil	-do-	-do-	3 books.	
8.		8	Treasury Reconciliation forms.	Only 30 forms are required annually. They may be typewritten. Need not be prinied.								
9.		9	Receipt reminder form.	Only ordinary reminder forms may be used as per Press Committee's Resolution. Information required may be written on the same. Special forms cannot be printed.								

10.	10	Letter heads.	Only D.O. letter heads will be printed and supplied for the rest common forms may be used like other departments.							
11.	11	Concerns ledger.	½ F.C	300 folios	Both	Card board calico	Ruled	20 lbs. F.C.	5 years	5 books.
12.	12	News paper ledger.	½ F.C	250 folios	Both	-do-	-do-	-do-	-do-	10 books.
13.	13	Cash book (Crown size).	(Financial form may be used.)					--		1 book of 250 pages.
14.	14	Receipt book.	(Financial form may be used).					--		10 books.

Countersigned

Bangalore,
Dated 2nd April 1941.

Secretary,
Press Committee.

(sd) R. Ramachandra Rao
Publicity Officer
to Government.

DRS/2-4-41.

G. R. S. App. F VI—G. 2]

SUBJECT.....

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Diary No. of letter replied to .....

Section P&S

File No. 70-40

Serial No. 30

General and Revenue Secretariat

( )

the 19 .

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue 24/6 19 .

Signed by Mr CSS

Read—

Letter No. P.C. 660 d 30.5.41 from the Secy. Press Committee, Bangalore submitting for sanction a standard list of forms (in duplicate) required by the publicity Officer to Govt (Commercial publicity) duly Countersigned by the latter.

~~Order thereon.—No.~~ Order. A. 7 89:47 9.

Sanctioned. 24/6

MD

17/6/41

Leg Dep Secy

Hx

May this be—

(i) printed?

(ii) treated as a standing order?

(iii) published in the Gazette, English Part?

(iv) translated?

v) placed at the disposal of the Press?

(vi) published in the Gazette, Kannada Part?

To

The Secy. Press Committee, Bangalore (with a copy of the list)

" Comptr to Govt.

" Publicity Mr to Govt.

List of Enclosures

Copied by HR/SP.

Examined by

WD 03696—GPB—30,000—2-2-40

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

Read :—

Letter No. P.C. 660 dated 30-5-1941 from the Secretary, Press Committee, Bangalore submitting for sanction a standard list of forms (in duplicate) required by the Publicity Officer to Government (Commercial Publicity) duly countersigned by the latter.

ORDER NO. A7 8947-9 Fs.

Dated, Bangalore, the 24 June 1941.

Sanctioned.

C. V. Srinivasa Rao
Secretary to Government,
Development Department.

To

The Secretary, Press Committee, Bangalore (with a copy of the list
The Comptroller to the Government of Mysore.
The Publicity Officer to Government.

KR/4.